



# LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748  
www.hivcommission-la.info

*While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.*

**Approved**  
**1/20/2011**

## OPERATIONS COMMITTEE MEETING MINUTES

September 16, 2010

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Nettie DeAugustine, <i>Co-Chair</i>	Fredy Ceja	None	None	Jane Nachazel
Mike Johnson, <i>Co-Chair</i>	Michael Green			Craig Vincent-Jones
Sergio Aviña				Nicole Werner
Dean Page				
Karen Peterson				
Robert Sotomayor				

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 9/16/2010
- 2) **Ordinance:** Commission on HIV, 3/12/2007
- 3) **Bylaws:** Commission on HIV, 4/9/2009
- 4) **Work Plan:** Los Angeles County Commission on HIV, Operations Committee, FY 2010 Work Plan, 9/16/2010
- 5) **Form:** New Commissioner Application Evaluation/Scoring Form, 7/15/2010
- 6) **Form:** Renewal Commissioner Application Evaluation/Scoring Form, 7/22/2010
- 7) **Memorandum:** Interview Questions for New Commission Candidates, 7/14/2010
- 8) **Application:** Commission Member Application, 4/29/2009
- 9) **Application:** Commission Member Renewal Application, 4/29/2009
- 10) **Application:** Committee Membership Application, 11/30/2007
- 11) **Table:** Los Angeles County Commission on HIV, Membership Roster, 9/1/2010
- 12) **Table:** Table 1: AIDS Incidence, AIDS Prevalence and HIV (not AIDS) Prevalence by Demographic Group and Exposure Category, State/Eligible Metropolitan Area (EMA): Los Angeles County, 12/9/2008
- 13) **Table:** Table 2: Roster of the FY 08/09 Part A Planning Council Members, 12/9/2008
- 14) **Table:** Table 3: Matrix for Planning Council Membership Categories, 12/9/2008
- 15) **Table:** Table 4: Reflectiveness of Non-aligned Consumers and Planning Council Members by Demographic Group, 12/9/2008
- 16) **Table:** Los Angeles County Commission on HIV, Comprehensive Training Program, Curriculum Outline, 8/19/2010
- 17) **Table:** Los Angeles County Commission on HIV, Policy and Procedure Manual, 8/19/2010

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 10:05 pm.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order with agreement to make changes as needed (**Passed by Consensus**).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve Operations Committee Meeting minutes (**Postponed**).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.

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### 5. COMMISSION COMMENT, NON-AGENDIZED:

- ➡ Review options for Commissioners to receive email via the Commission.

### 6. PUBLIC/COMMISSION COMMENT FOLLOW-UP: There were no comments.

### 7. CO-CHAIRS' REPORT:

#### A. Annual Meeting:

- Mr. Vincent-Jones reported that Donna Yutzy will facilitate this year's meeting.
- The meeting will open with the Comprehensive Care Plan (CCP) review. The 'draft' committee handbooks will also be discussed. The afternoon will review the Commission's three major initiatives of Testing and Linkage to Care (TLC+), Unmet Need and Health Care Reform and their incorporation into CCP goals/objectives and committee work plans.
- ➡ The agenda and invitations will be sent next week.

#### B. Consumer Caucus Work Plan:

- Mr. Vincent-Jones reported that the Caucus is a consumer voice on all Commission work. He is reviewing committee key responsibilities to identify where its voice is pertinent.
- ➡ Mr. Vincent-Jones is drafting a Caucus Work Plan. The Caucus will review the draft before it is finalized.

### 8. ORDINANCE AND BYLAWS:

#### A. Proposed Ordinance Changes:

- Mr. Vincent-Jones reported that renewal is due in 2011.
- An updated copy of the Ordinance already included changes resulting from restructuring of the Department of Health Services (DHS). Additional changes of the "CARE Act" to the "Treatment and Modernization Act," its associated new language, will need to be included.
- Mr. Johnson recommended adding a DHS seat as many consumers are or will be covered by a managed Medi-Cal managed care plan, whether it is a private plan or through LA Cares in partnership with DHS. Mr. Vincent-Jones noted two issues with a DHS seat: whether DHS wanted one and how to balance Commission membership should a voting seat be added, including the requirement for one-third unaffiliated consumers. The existing seat to represent health care systems outside Ryan White (Ordinance, Qualifications, Item H) might be used for DHS.
- Mr. Johnson noted DHS recently adopted the Commission's Standards of Care as best practices specifically for Medical Outpatient services.
- There was discussion about whether to add an at-large seat. Such seats offer the opportunity to seat desirable candidates who might otherwise not meet seat qualifications, but also make it harder to refuse less qualified candidates. Mr. Vincent-Jones added the Board originally sought Commission size reduction from 49 to 39 voting seats, but may no longer consider that an issue.
- Mr. Vincent-Jones noted Supervisors are reluctant to interfere with appointments from each others' jurisdictions. The Board does not rescind appointments despite a County Commission code to do so if a Commissioner has three unexcused absences in a row. This has been true even when a Commissioner has caused legal problems.
- Mr. Johnson recommended adding "implementation of the allocation" to Duties, Item B. Mr. Vincent-Jones delineated between monitoring timely expenditures consistent with priorities, and monitoring "implementation" which is HRSA language pertaining to procurement and solicitation and is prohibited by legislation. The AAM addresses efficiency of the process consistent with Ryan White grant requirements as indicated under Duties, Item C.
- The Duties section reflects Ryan White legislation except for Items F, which establishes the planning council for all County-funded HIV/AIDS programs, and G, which directs the planning council to make recommendations to the Board or DPH for non-Ryan White funds expended for the provision of HIV/AIDS-related services in the County. The County initiated inclusion of these sections and they are not likely to be removed.
- ➡ Change references of "non-voting" to "ex officio" seats.
- ➡ Change references to the now defunct Service Provider Networks (SPNs) to Service Provider Areas (SPAs).
- ➡ Split Qualifications, Item E, beginning with, "Among the provider representatives..." and add representatives from a managed care plan and a public-private plan to the list of desired representatives.
- ➡ Revise references to DHS under Duties to include DHS, Department of Public Health (DPH) or funded by the County.

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- ➡ Ms. Peterson and Mr. Johnson will coordinate with Mr. Vincent-Jones on a meeting with: Carol Meyers, Chief, Network Officer, DHS; Philip Moore, Director, Administrative Services, DHS; Ms. DeAugustine; and Mr. Vincent-Jones to discuss standards, best practices and other, related items.
- ➡ Write letter to John Schunhoff, Interim Director, DHS, asking about his interest in a DHS representative on the Commission and, if so, whether an ex officio seat would be acceptable.
- ➡ Request next revision date of 2016.

### 10. COMPREHENSIVE TRAINING PROGRAM (CTP):

- Mr. Vincent-Jones reviewed the relevant section of the Work Plan. While a hard copy is in the packet, he projected a more current electronic iteration making revisions as needed.
- Much of Curriculum Development is completed and CTP information will be forwarded to Commission Co-Chairs for inclusion in the Ryan White Part A Application letter of concurrence due in September.
- The Training and Curriculum Implementation section addresses the actual six components of the curriculum:
  1. *Eligibility Trainings* will be web-based and cover the Ryan White program, the County's service delivery system, the Commission, Commission meeting conduct and effective participation. All new candidates must achieve certification for each two-hour module within three months of approval before an application is forwarded to the Board for appointment. COMPASS has agreed to develop the project with management and tracking for \$15,000, which is about 10% of the projected cost.
  2. *Required Trainings* include County-required Commissioner trainings of Commission Orientation, Brown Act and Sexual Harassment/Cultural Diversity, as well as Commission-required HIPAA and Human Subjects Research. Most providers and some County departments require the latter, and it was agreed all Commissioners should be educated about it.
  3. *Commission Orientation* includes the Commission Handbook; a two-session orientation for new members using the Handbook and committee activities; and a four-session process/function role-play orientation to explore major processes, such as Commission meetings, priorities and allocations-setting, comprehensive care planning, and evaluation.
  4. *Committee/Caucus Orientation* focuses on development and presentation of the committee handbooks.
  5. *Leadership Growth and Development* includes the co-chair, community leadership, consumer leadership and personal growth efforts. The latter includes Consumer Caucus, mentoring and cross-training between providers and consumers.
  6. *Continuing Education* will provide two- to three-hour trainings in: 1) functional knowledge, such as the administrative mechanism and legislative processes, and 2) skills building, such as self-advocacy and policy analysis.
- Mr. Vincent-Jones noted each module and activity needs to be fleshed out. He recommended the following timeline: *Eligibility Trainings*, February 2011; *Required Trainings*, now incorporating existing information in the Commission Handbook; *Commission Orientation*, Commission Handbook by November with first orientation in November/December 2010 and process/ function orientations starting in January; *Committee/Caucus Orientation*, handbooks are being developed by the Annual Meeting; *Leadership Growth and Development*, leadership seminar in February, outline of community leadership January, consumer leadership presentation January and mobilization plan February, personal growth initiated with ongoing Consumer Caucus and development of mentoring and cross-training for further consideration; *Continuing Education*, to be developed after Summer 2011.
- ➡ Ms. DeAugustine will forward curriculum from Long Beach community leadership training to Mr. Vincent-Jones.
- ➡ Add 101 HIV/AIDS to Required Trainings, with exemption for those who have taken it or work in field.
- ➡ Add health disparities to list of subjects to be addressed under Continuing Education, Functional Knowledge. Include areas such as ethnicity, culture, income, social determinants, immigration and religion.
- ➡ Mr. Vincent-Jones will email the revised Comprehensive Training Program to the Committee.
- ➡ Move forward on proposed timeline and review progress at November meeting.

#### A. Training Goals/Learning Objectives:

- ➡ CTP Goals: improve capacity of Commissioners, leadership and decision-making.
- ➡ CTP Learning Objectives: increase Commissioner fulfillment and empowerment, skill sets and knowledge.
- ➡ CTP Outcomes: improve health and patient outcomes, HIV service system effectiveness, the HIV service system's efficient use of resources, and capacity of service delivery system.
- ➡ CTP Indicators: #/% people completion, #/% consumers trained, increase level of participation of CEOs.

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- ➡ Eligibility Training Goals: ensure all participants begin service with the same core knowledge, lessen informational intimidation of new Commission members and reduce members' knowledge gaps.
- ➡ Eligibility Training Learning Objectives: ensure basic Commission-related knowledge, empower participants and ensure common vocabulary.
- ➡ Eligibility Training Outcomes: more diverse and greater range of Commission participation, improve efficacy of community planning among Commissioners, more efficient decision-making, build consensus around and buy-in of Commission decisions in the community.
- ➡ Required Training Goals: fulfill County requirements.
- ➡ Mr. Vincent-Jones will draft above work and send to Committee members 9/17/2010. Members will review draft and return input on all modules by 9/20/2010.

B. **Pol #09.4209: Comprehensive Training Program:** This item was postponed.

C. **Commission Handbook:** There was no additional discussion.

D. **Leadership Growth/Development:** There was no additional discussion.

E. **Evaluation/Assessment:**

- ➡ The Committee will review this section of the Work Plan prior to the next meeting.
- 1. **Qualitative Evaluation Tool:**
  - ➡ Mr. Vincent-Jones will draft needs for the next meeting.
- 2. **CTP Effectiveness:** This item was postponed.

### 12. MEMBERSHIP MANGEMENT:

- Mr. Vincent-Jones reviewed this section of the Work Plan: II. Committee Work, B. Membership Management, as follows:
  1. **Membership Information:** a. Policies and Procedures, several to draft reflecting current practices beginning in October; b. Membership Materials, monthly roster and committee assignment updates; c. Duty Statements, generally require routine update with new for AETC, overall Commissioner and committee member; d. Website Member Profiles, start taking photos at Annual Meeting and use 25-word statements and biographies from applications, as well as affiliations.
  2. **Membership Recruitment:** a. Recruitment Strategies, to be developed for each seat; b. Member Recruitment, to raise awareness of available seats; c. Latino Membership Development, special focus to address this population.
  3. **Open Nominations Process:** a. Policies and Procedures, as above; b. Applications Materials, revision of applications and related materials in progress; c. Application Submission, the ongoing process; d. Candidate Interviews, ongoing as pertinent; e. New Member Application Scoring/Evaluation, ongoing as detailed; f. Renewal Application Scoring/Evaluation, ongoing as detailed; g. Non-Commissioner Committee Membership Application Review, tool to be developed to ensure applicants meet forwarding committee's requirements; h. Nominations Process, the ongoing process.
  4. **Membership Evaluation/Assessment:** a. Policies and Procedure, as above; b. Membership Assessment and Evaluation, new section includes "representativeness" and "reflectiveness," as required by HRSA in the Letter of Assurance accompanying the Ryan White Part A application, as well as necessary skills/expertise reflected by additional points as pertinent, and monthly attendance; c. Member Performance Assessment, for individual renewals and eventually for cumulative review of Commission quality and training needs with aggregate training in areas where more than 25% of members score less than half of available points and an Individual Personal Development Strategy for a Commissioner who scores less than 60% of his/her available points.
- Mr. Vincent-Jones noted the Membership Evaluation/Assessment section is based on the criteria for Technical Assistance (TA) offered to providers. TA is offered to help improve quality, rather than as a punitive process. The Membership Evaluation/Assessment process will help reduce subjectivity while providing Commissioners with tools to enhance their service. The process codifies Commission accountability for training needs of the Commission as a whole and for its Commissioners.
  - ➡ Add one or two lines on each renewal assessment criteria, e.g., what is "consensus building."
  - ➡ Retain Membership Management section of Work Plan as reviewed.
  - ➡ Forward Membership Management Plan and Comprehensive Training Program to Commission for approval in November.

**A. Membership Information:**

1. **Duty Statements:** This item was postponed.

**B. Membership Recruitment:**

1. **Recruitment Strategies:** This item was postponed.
2. **Latino Membership Development:**
  - Mr. Vincent-Jones noted the recruitment issue is ongoing and the Latino Task Force is ending. He felt a Latino Caucus open to Commissioners and others would provide a new venue for the Latino voice and aid in recruitment. Much like the Consumer Caucus, it could provide a Latino voice on all pertinent areas.
  - Mr. Aviña, Co-Chair, Latino Task Force, felt a Latino Caucus should represent both the Commission and Prevention Planning Committee (PPC). The Task Force began as a PPC body, but he was able to include prevention and care perspectives. It will sunset, but continue in some form to monitor its recommendations.
  - Rather than have duplicative bodies, he suggested a joint Caucus similar to the Joint Public Policy Committee.
  - He said OAPP staff has provided Task Force support such as minutes and help in developing the recommendations.
  - Ms. DeAugustine was concerned that the PPC historically has dominated bodies associated with it. Mr. Vincent-Jones said that would not occur with the body developed under the Commission's purview.
  - ➡ Mr. Aviña, Al Ballesteros, Mr. Johnson and Mr. Vincent-Jones will develop a Latino Caucus Work Plan.

**C. Application Materials:**

1. **Scoring Sheets:**
  - Demographic Representation includes points for unaffiliated consumer members of a targeted special population on new and renewal scoring forms. Latinos, Asian/Pacific Islanders, transgenders and female PWH are targeted now. Populations can be added or removed as needed to aid recruitment for under-represented populations.
  - A separate scoring section for interviews is not used for renewal application scoring sheets. Renewal interviews may be requested by either the Committee or Commissioner, in which case they will contribute to overall scoring.
  - Mr. Aviña felt the renewal scoring form "Knowledge" subcategories of "HIV/AIDS Knowledge" and "Understands Commission Processes" more pertinent to new applications. Mr. Vincent-Jones noted the Committee felt new applicants should not be expected to understand Commission processes, but renewals should be. Mr. Aviña suggested reducing HIV/AIDS Knowledge by 3 points and Understands Commission Processes by 2 points with the resulting 5 points assigned to Necessary Skills/Expertise under Knowledge.
  - Ms. Nachazel suggested the renewal scoring form Performance Assessment subcategories of Effective Participation and Quality might be duplicative. There was discussion on the distinction with consensus that Effective Participation referred more to active engagement which, nevertheless, might not reflect Quality.
  - ➡ Add section to both new and renewal scoring forms for Necessary Skills/Expertise identified as gaps.
  - ➡ Approve New Commissioner Application Evaluation/Scoring Form with addition of Necessary Skills/Expertise section at 10 points and Interview reduced from 25 to 15 points.
  - ➡ Specify in the renewal application that either the Committee or Commissioner may request an interview and indicate on the scoring form if an interview was requested.
  - ➡ Consensus that renewal applications will be reviewed prior to scoring to determine if an interview should be requested by the Committee. If so, scoring will be held until after the interview.
  - ➡ Approve Renewal Commissioner Application Evaluation/Scoring Form with 5 points added for Necessary Skills/Expertise under Knowledge and reduction of Performance Assessment, Effective Participation from 10 to 5 points.
2. **New Member/Renewal Applications:**
  - Mr. Vincent-Jones noted both applications were updated in 2009 to reflect Ryan White technical changes.
  - Health Insurance Portability and Accountability Act (HIPAA) and Protection of Human Research Subjects trainings are required for some County employees. Consumers requested them for the Commission's members, as well.
  - The sentence on reasons for serving and one-paragraph biography will be summarized for the Commission website.
  - **New Application:**
    - Section 5, Question 8: Mr. Johnson questioned asking "if you are a member" of a group as one may be able to represent, e.g., IDUs without being a current IDU, or adding "and former" to such groups as IDUs and homeless. Mr. Vincent-Jones said language was chosen to avoid people claiming experience without personal

knowledge. Question 10 offers the opportunity to discuss representation without checking a Question 8 group.

- Section 5, Question 12: This addresses HRSA-required categories.
  - Section 6, Statement of Qualifications: This section is required by the Board and used for the appointment process.
  - *Renewal Application:*
    - Section 5, Performance Self-Appraisal, Questions 5, 7 and 8: Mr. Johnson noted these have prompted significant feedback from Commissioners who felt uncomfortable assessing how other Commissioners perceive their level of engagement, style and quality of work. Ms. DeAugustine said the goal was to assess self-awareness.
    - Mr. Johnson pointed out the Committee has not fully utilized Section 5 in scoring, but is called to do so in order to score all candidates equitably. This means ensuring questions elicit desired information and using it.
    - Mr. Vincent-Jones added Section 5 is also key in identifying where people need assistance. He suggested separate questions could address how people perceive themselves and how they think others' perceive them. Perceptions of others are important in assessment and self-assessment of effective participation.
    - Mr. Aviña proposed using a Likert Scale which would not only quantify responses, but also allow term-over-term comparison helpful in assessing whether Commissioners were experiencing growth over time.
    - Section 5, Question 1: This question asks both if the Commissioner feels he or she has met the expectations of the seat's duty statement and whether the duty statement needs any changes. Ms. DeAugustine questioned the queries' usefulness. Mr. Vincent-Jones noted the two-part question prompts Commissioners to review their duty statements and is an opportunity to receive feedback on a duty statement from the seat-holder.
  - *Committee Membership Application:*
    - Mr. Vincent-Jones noted each committee besides Operations has developed specific criteria for non-Commission committee candidates. The pertinent criteria will come forward to Operations with the application.
    - Section 3, Experience, Question 5: Mr. Sotomayor questioned use of "enjoy voting privileges." Mr. Vincent-Jones noted it was first used as non-Commissioners often cited lack of voting privileges as a disincentive to regularly participate in various committee activities.
  - ➡ Add link to duty statements in new/renewal instructions to help applicants complete Section 6, Question 2.
  - ➡ Remove Commission header on Statement of Qualifications in new/renewal applications.
  - ➡ Approve Commission Member Application with changes as noted above.
  - ➡ Add to renewal instructions that applicants can obtain a copy of their prior application(s) to help with the renewal.
  - ➡ Agreed to combine Section 5, Questions 5, 7 and 8 into two questions: 1. (10-point Likert Scale) How do you perceive your own level of engagement, style and quality of work? 2. How do you think other Commissioners/stakeholders perceive your level of engagement, style and quality of work?
  - ➡ Approve Commission Member Renewal Application with changes as noted above.
  - ➡ Modernize language for "enjoy voting privileges," Section 3, Experience, Question 5.
  - ➡ Develop Committee Membership Application standing memorandum as tool to document when Operations reviews an application with accompanying criteria from the forwarding committee and finds them consistent.
  - ➡ Approve Committee Membership Application with change as noted above.
  - ➡ Include both administrative and clinical skills in the membership application skill sets.
3. **Interview Questions:**
- Mr. Johnson noted interviews are flexible, so questions can be added during an interview if they appear pertinent.
  - ➡ Consensus to retain existing basic interview questions.
4. **Assessment of Committee Members:** There was no additional discussion.
- D. **Membership Evaluation/Assessment:**
1. **"Reflectiveness"/"Representation":**
    - ➡ Staff will complete this section.



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### 2. **Necessary Skills/Expertise:**

- ➡ Committee members will review the Commission roster to help identify key qualities that make Commissioners effective such as strong communication and key expertise, e.g., HIV epidemiology, statistical analysis, benefits. Lists will be emailed to staff two weeks before the October meeting to be compiled for consideration.

### 14. **COMMITTEE OPERATIONS:**

A. **Committee Fact Sheet:** This item was postponed.

B. **Non-Commission Committee Members:**

- ➡ The Operations Committee chose not to establish criteria for or accept non-Commission members as its work pertains to internal Commission operations, and includes work of a confidential nature.

C. **Committee Handbook:** Mr. Vincent-Jones noted he was starting with Operations, but all will follow the same format: an introduction; Ryan White, HRSA and/or County mandates; Bylaws; committee operations; each section of committee work.

15. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** This item was postponed.

16. **POLICIES AND PROCEDURES:** This item was postponed.

17. **ALTERNATE OPERATIONAL RESOURCES:** This item was postponed.

18. **NEXT STEPS:** This item was postponed.

19. **ANNOUNCEMENTS:** There were no announcements.

20. **ADJOURNMENT:** The meeting was adjourned at 4:10 pm.

- ➡ The next regular meeting will be 10/21/2010 with that and following meetings expanded to three hours. An additional four-hour meeting will be scheduled prior to 10/21/2010 to address the significant amount of outstanding work.